

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 July 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 31, Week of 23 - 29 July 1957

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1. Numbers in Clerical Induction Training. During the week of 22 July there were  people in Clerical Induction Training. Of these people,  entered class for the first time.

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2. Numbers in Clerical Orientation Training. In Clerical Orientation there were  people for the week of 23 July.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 22 July were as follows:

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	Tested	Qualified
Shorthand	<input type="text"/>	<input type="text"/>
Typewriting	<input type="text"/>	<input type="text"/>

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4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 29 July were as follows:

	Tested	Qualified
Shorthand	<input type="text"/>	<input type="text"/>
Typewriting	<input type="text"/>	<input type="text"/>

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5. Increasing Numbers in Clerical Orientation Training. The first large group of clerical trainees reached the Clerical Orientation program the week of 23 July. A capacity crowd of  was scheduled;  were either typists or stenographers and therefore remained for the third day of the course when Agency Correspondence is covered. In order to accommodate this number in the practical work assignment in Correspondence - the capacity of the typing room is only  - they were divided into two groups, and one worked during the morning while the other worked during the afternoon. This scheduling made it necessary to eliminate Typing Shortcuts from the Orientation program.

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6. [redacted] Joins Clerical Training Staff. [redacted]  
[redacted] a Business Education Teacher at [redacted]  
has joined the Clerical Training staff for the period of 29 July to  
23 August 1957. [redacted] is under contract as an instructor of  
clerical subjects. She will be working in the uncleared Clerical  
Induction Training area. Her assignment promises to be of tremendous  
help to members of the Clerical Training staff who are involved in  
conducting a greater than usual number of skill classes to capacity  
groups.

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